Centre for Academic Development and Quality

Information for External Examiners

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1. Welcome

A personal message from the Executive Dean of Learning and Teaching, Dr Kathy Charles

Nottingham Trent University (NTU) is a teaching intensive University; our students are our priority. As part of my role, I have oversight for curriculum development, enhancement and innovation, and for quality assurance.

We pride ourselves on our learning and teaching ethos. We create and embrace innovation in learning and teaching, and we give our academic staff space and support to continually enhance their scholarship, not only for the benefit of students but for themselves too.

This approach is evidenced in our Trent Institute for Learning and Teaching (TILT) that hosts events and conferences while allowing individuals to take paid sabbaticals to develop specific ideas they have to improve learning and teaching here at NTU.

TILT is a community of practice, made up of many smaller communities, all of which are interdisciplinary. By becoming an external examiner at NTU, you are now part of this innovative learning and teaching community.

As you know, your principal role as external examiner is to monitor the academic standards of the University course(s), as well as the internal moderation and assessment processes. There are a range of enhancements and developments happening across NTU in order to meet the broader ambitions of the Strategic Plan; your School has been planning and working on these initiatives.

We welcome the opportunity to work with you during your tenure and look forward to sharing your knowledge and experience with colleagues at NTU.

Kathy Charles

Kathy Charles
Executive Dean of Learning and Teaching

2. Introduction

Nottingham Trent University is a large, diverse and vibrant modern University that has an outstanding reputation in teaching quality. The University's origins can be traced to the Nottingham Regional College of Technology, the Nottingham College of Art and Design and the Nottingham College of Education. Trent Polytechnic was established in 1970 and renamed Nottingham Trent University in 1989.

The University has five campuses. The City Campus, the Clifton Campus and the Creative Quarter Campus are within the city of Nottingham. The Brackenhurst Campus, which was added in 1999 with the adoption of Brackenhurst College, is just outside Southwell, 12 miles from the city centre. The 'NTU in Mansfield' campus was set up during 2019/20 when NTU joined up with Vision West Nottinghamshire College and it is 14 miles north of Nottingham.

NTU has approximately 35,000 students, of whom approximately 4,500 are part-time. Undergraduates account for some 29,000 students and postgraduates for about 6,000. NTU is also involved in a substantial amount of collaborative provision.

NTU's Mission is 'to deliver education and research that shape lives and society'. NTU comprises ten schools:

- Nottingham Law School
- Nottingham Business School
- School of Social Sciences (including Nottingham Institute of Education)
- School of Architecture, Design and the Built Environment
- Nottingham School of Art and Design
- School of Arts and Humanities
- School of Animal, Rural and Environmental Sciences
- School of Science and Technology
- NTU in Mansfield, established in 2019/20, works in partnership with West Nottinghamshire College
- NTU Doctoral School

The Confetti Institute of Creative Technologies (CICT) based at the Creative Quarter Campus is now home to Further and Higher Education students who are starting their careers in the highly competitive fields of games, TV, film, music and live events production.

The management of academic matters at NTU rests with the Academic Standards and Quality Committee (ASQC) on behalf of the Academic Board. ASQC also oversees the appointment process for the recruitment of External Examiners and reviews annually the institutional-level issues arising from External Examiner reports. The Centre for Academic Development and Quality (CADQ) acts as the executive arm of ASQC. Amongst its responsibilities is the implementation of external examining policies and processes. Schools are responsible for the day-to-day liaison with External Examiners.

3. Protocols

Contact with students

In accordance with the Quality Assurance Agency for Higher Education (QAA) requirements, the University makes the name, position and institution of appointed External Examiners available to students in course and module information. Students are made aware that it is inappropriate for them to make direct contact with External Examiners, but in the event of any student making contact, External Examiners are asked to forward any correspondence to the University immediately.

Matters of Serious Concern

External Examiners' reports should not include reference to any member of staff or student by name. External Examiners should also be mindful not to include any information in their reports which might indirectly identify a student or group of students, for example: through the use of quantitative or qualitative data in relation to disability.

If a matter of serious concern arises which, in the opinion of the External Examiner, requires an individual to be named, the External Examiner may do so in a separate confidential report submitted in writing to the Vice-Chancellor. Other matters of serious concern may also be reported in this way, and the confidential report will be seen as an additional report, separate from the routine report which will contain matters not deemed confidential.

If internal mechanisms for addressing such concerns have been exhausted without a satisfactory resolution, an External Examiner may find it appropriate to invoke the QAA's Concerns Scheme or to contact the relevant professional, statutory or regulatory body. Please note that the QAA scheme relates exclusively to systemic failings in an institution's management of standards and quality, not isolated cases of practice or personal grievances.

4. External Examiner Reporting

Guidance Notes

External Examiners must report annually to the University using the online reporting system. These guidance notes provide instructions on completing this report:

Accessing the report:

Type the following URL into the search engine:
http://www.ntu.ac.uk/apps/casq/ee/ui/pages/extexaminer/login.aspx

Or, go to the CADQ web page at: https://www.ntu.ac.uk/m/external-examining-at-ntu

You will then be able to click onto the external examiner electronic report form; this will bring you onto the 'login screen'.

4.1 The Online Reporting System

You are required to complete a number of sections of the report. These are provided on separate electronic pages.

Each section has a set of questions to which you are required to respond 'YES' or 'NO' (on occasion you will have the option to select 'N/A') – these are marked with a red asterisk (*). A response is required, and it will not be possible to submit the form unless all the questions have been completed.

The University extrapolates this quantitative data to assure itself that courses are meeting stated aims and learning outcomes and that we are maintaining the standards of our awards. You will also be required to enter the date of the examination board.

Given the importance of the report to the University, we would strongly request that after each section you provide a commentary, where appropriate. Your comments in relation to each of the sections are of particular interest and will be used by the University to inform both annual reports and Periodic School Reviews. Where appropriate, you are also asked to highlight what you consider to be particular strengths and distinctive or innovative features, or weaknesses, in the course(s) examined.

You may find that there is some apparent overlap in a few of the questions you are asked in the report. We would like to advise that each section of the report seeks to raise slightly different considerations, i.e. standards, operation of assessment processes, quality of

learning, action taken on previous reports etc.

External examiners' reports should not include reference to any member of staff or student by name. Please be mindful not to include any information in the reports which might indirectly identify a student or group of students, for example: through the use of quantitative or qualitative data in relation to disability.

When should I complete my report?

If possible, you should return your completed report **within 4 weeks of the Board of Examiners** meeting. Please note, you will not be able to log on and complete your report prior to your Board of Examiners meeting.

Logging onto the system

You will have been notified of your username and password via email shortly after receiving your appointment letter. If you would like these details to be re-sent to you, please choose the 'forgotten your password?' option or email asq.eeonlinereportqueries@ntu.ac.uk.

Login

Please enter your email address and password

Login

Email Address

Password

Forgotten your password?   Submit

If you require any further assistance please telephone CADQ on
+44 (0)115 848 8191 or email **asq.eeonlinereportqueries@ntu.ac.uk**.

The username is the email address that you provided on your nomination form. If your email address or personal details change i.e. you change your employer, correspondence address changes, please contact us via asq.eeonlinereportqueries@ntu.ac.uk. Please note the username and password are case sensitive.

Please note that the username for the on-line reporting system is different to the username that you will receive from our HR team. An NTU account is automatically generated by HR when your details are inputted into the iTrent system, you will be sent your username and instructions on how to set a password by HR. Please accept the computer use regulations within 60 days, or the account will be deactivated. This username will be required to access the NOW learning rooms for the course.

When you log onto the system you will be able to see historical reports from previous External Examiners for your course(s) if it is an already established course. Choose the course or courses that you are writing the report for. If you have any queries about the number of reports you are required to submit, please contact the Course Leader or your contact in the School – https://www4.ntu.ac.uk/adq/external_examiners_area/external_examiner_report/index.html

Now select the academic year for the new report. To do this, please select the appropriate reporting year from the 'dropdown' menu.

Please remember to input the date of the Board of Examiners – the system will not allow you to submit your report without this information.

Using the progression bar as a reference, you will be able to identify which screens you have

completed:

External Examiner's Report   Log Out

Back to history | Print / Download report

✔ **Report Details**
✘ **Academic Standards**
✘ **Operation of the Assessment Processes**
✘ **Quality of Learning**
✘ **Action Taken on Points Raised in Previous Reports**
✘ **Operation of the External Examining Process**
✔ **Further Comments**
   Submit

Required fields are marked with *

If you have completed all the mandatory input fields of a screen, the related part will be 'ticked' on the progression bar. If you have missed a mandatory field, this will prevent you from submitting your report.

Please note: There are specific questions for External Examiners in their first and final years of appointment and for those External Examiners at Validated Centres.

If you need to leave the system, having only partially completed the report, please choose the Save button.

Operation of the Assessment Processes

Save   Go to submit

Previous   Next

B.1 Were the assessment criteria, tasks and regulations made clear to you?   * ○ YES ○ NO

B.2 Did you receive an appropriately comprehensive and representative sample of work, in order to reliably evaluate the standards set and achieved?   * ○ YES ○ NO

B.3 Were the mark schemes and moderation systems sufficiently robust to secure consistency of marking, reliability of results and fairness for students?   * ○ YES ○ NO

B.4 Were the processes for assessment, examination and determination of awards sound and fairly conducted?   * ○ YES ○ NO ○ NA

You can submit your report once all parts on the progression bar are ticked.

External Examiner's Report   Log Out

Back to history | Print / Download report

✔ **Report Details**
✔ **Academic Standards**
✔ **Operation of the Assessment Processes**
✔ **Quality of Learning**
✔ **Action Taken on Points Raised in Previous Reports**
✔ **Operation of the External Examining Process**
✔ **Further Comments**
   Submit

Required fields are marked with *

Submit

Save   Submit

Previous

Please check that you have completed all required (marked with a *) questions within this report. The box at the top provides an 'at a glance' record of whether each section has been completed to enable the form to be submitted. If it is not ticked (✔), please return to that section and complete it.

Once the report has been successfully submitted, the following screen will appear:

8

External Examiner's Report   [Log Out]

[Back to history] [Print / Download report]

✔ **Report Details**
✔ **Academic Standards**
✔ **Operation of the Assessment Processes**
✔ **Quality of Learning**
✔ **Action Taken on Points Raised in Previous Reports**
✔ **Operation of the External Examining Process**
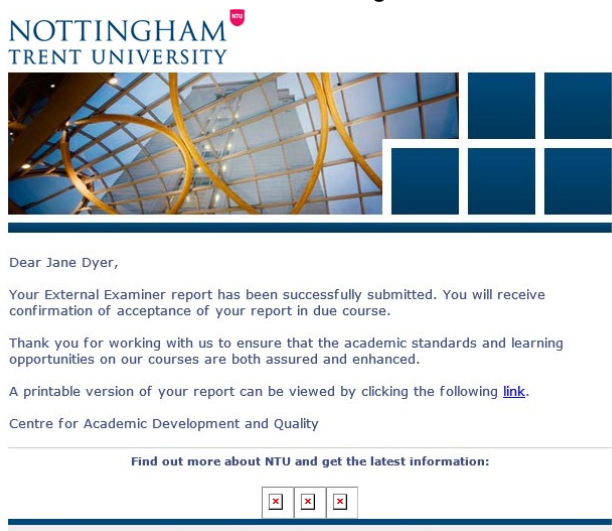✔ **Further Comments**
    Submit

Required fields are marked with ★

Submit

[Previous]

Thank you for submitting your report.

You will also receive the following automatic email from the system:

NOTTINGHAM
TRENT UNIVERSITY

Dear Jane Dyer,

Your External Examiner report has been successfully submitted. You will receive confirmation of acceptance of your report in due course.

Thank you for working with us to ensure that the academic standards and learning opportunities on our courses are both assured and enhanced.

A printable version of your report can be viewed by clicking the following link.

Centre for Academic Development and Quality

Find out more about NTU and get the latest information:

The next time you log onto the reporting system you will be able to see the reporting history for the course, which shows previous reports submitted and the date they were submitted. Press the '**View'** button to access any previous reports.

4.2 Payment of Fees

The School for which you are an external examiner for should provide you with forms to claim for your fee and expenses. You should complete these forms and return to the relevant School contact (see table below) with any receipts. Please note that your fee will not be paid until after you have submitted your annual report. All queries regarding fees should be directed to the appropriate School/Department contact (see table below):

| Nottingham Business School | Adam Cutts | Adam.cutts@ntu.ac.uk |
| | | 0115 848 4817 |

Nottingham Law School	LAWSASQC	LAWSASQC@ntu.ac.uk 0115 848 6419
School of Animal, Rural and Environmental Sciences	Claire Sharpe	claire.sharpe@ntu.ac.uk 0115 848 5250
School of Architecture, Design and the Built Environment	Sharon Scott	sharon.scott@ntu.ac.uk 0115 848 6835
School of Art & Design	Joanne Calvert	joanne.calvert@ntu.ac.uk 0115 848 8432
School of Arts and Humanities	Nicola Prockter	nicola.procter@ntu.ac.uk 0115 848 3055
School of Science & Technology	Ray Workman	Ray.workman@ntu.ac.uk 0115 848 8380
School of Social Sciences	Luke Lowis-Dennis	luke.lowis-dennis@ntu.ac.uk 0115 848 3566
NTU Doctoral School	Christopher Barenberg	christopher.barenberg@ntu.ac.uk 0115 848 8123
Confetti Institute of Creative Technologies	Nat Goddard	nat.goddard@confetti.ac.uk 0115 9522075
Collaborative and Partnership (including Validation Services)	Collaborations and Partnerships Team	cadqpartnerenquiries@ntu.ac.uk 0115 848 2547

Please Note: Nottingham Trent University issues worker contracts to all our external examiners. In line with Home Office Guide on Preventing Illegal Working and our obligations under the Immigration, Asylum and Nationality Act 2006, the University is required to conduct a Right to Work document check for all External Examiners before the commencement of their tenures. HR will contact you directly about the information that the University requires from you. For your information, a comprehensive list of relevant documents the University can accept as proof of eligibility to work in the UK can be found at:
http://www.ntu.ac.uk/human_resources/recruitment_process/eligibility_to_work/index.html

5. Glossary of Acronyms

NSA&D	Nottingham School of Art & Design
ADBE	School of Architecture, Design and the Built Environment
A&H or AAH	School of Arts & Humanities
AFP	Assessment and Feedback Plan
AI	Academic Irregularities
AIPF	Academic Irregularities Penalty Framework
ALTC	Annual Learning and Teaching Conference
APCL	Accreditation of prior certificated learning
APEL	Accreditation of prior experiential learning
APL	Accreditation of prior learning
ARES	School of Animal, Rural and Environmental Studies
ATL	Academic Team Leader
ASQC	Academic Standards and Quality Committee
CADQ	Centre for Academic Development and Quality
CICT	Confetti Institute of Creative Technologies
CAR	Common Assessment Regulations
CBA	Computer Based Assessment
CMS	Course Management System
CSQR	Course Standards and Quality Report (replaced by ICR)
CPSC	Collaborations and Partnerships Sub-Committee
CDP	Course Development Plan
ICR	Interim Course Report
DAG	Development and Approval Group
DAM	Degree Apprenticeship Manager
DLHE	Destinations of Leavers from Higher Education
Design Sprint	New model for course design (replaced DAG)
EEAP	External Examiner and Assessor Appointments Panel
EIA	Equality Impact Assessment
GBA	Grade Based Assessment
HoD	Head of Department
Learning Room	Specific areas within NOW focusing on courses or information
LTM	Learning and Teaching Manager
NBS	Nottingham Business School
NLS	Nottingham Law School
NOW	NTU Online Workspace – The University's VLE
NSS	National Student Survey

NTIC	Nottingham Trent International College
NTU	Nottingham Trent University
OD	Organisational Development
DVC, SPVC & PVC	Deputy Vice-Chancellor, Senior Pro Vice-Chancellor and Pro Vic-Chancellor
PSR	Periodic School Review
PRDR	Periodic Research Degrees Review
PSRB	Professional, Statutory and Regulatory Bodies
QAA	Quality Assurance Agency for Higher Education
QH	Quality Handbook
QHS	Quality Handbook Supplement
R4R	Request for Reconsideration
SAIP	School Academic Irregularities Panel
SASQC	School Academic Standards and Quality Committee
SBCPSC	School Based Collaborative Provision Sub-Committee
SCALE-UP	Student-Centred Active Learning Environment with Upside-down Pedagogies - an initiative aimed at bringing more of the 'information passing' of traditional lecturing online, allowing teaching staff to focus more on group and collaborative work in person
SCITT	School Centered Initial Teacher Training
SQEP	School Quality and Enhancement Plan
SPUR	Scholarship Programme for Undergraduate Researchers
SRDC	School Research Degrees Committee
SSQM	School Standards and Quality Manager
SSS or S3	School of Social Sciences
SSS	Student Support Services
SST or S&T	School of Science & Technology
StEAR	Student Engagement and Academic Representation Steering Group
S4A/SfA	Success for All
TEL	Technology enhanced learning
TILT	Trent Institute for Learning and Teaching
UET	University Executive Team
URDC	University Research Degrees Committee
VLE	Virtual Learning Environment
VSSC	Validation Service Sub-Committee
WCA	Whole course assessment
X-SASQC	Cross-School Academic Standards and Quality Committee

6. Useful Resources

All NTU regulations are published in the Quality Handbook that can be found on the NTU webpages, the handbook is updated annually.

Your role and responsibilities as an external examiner are set out in the University's Quality Handbook, Section 9, policies related to assessment can be found in Section 15 and the Common Assessment Regulations for all awards in Section 16.

Quality handbook Section 17A provides details about notification of extenuating circumstances, Section 17B about academic appeals and Section 17C about academic irregularities.

This is the ink to the online reporting page:
http://www.ntu.ac.uk/apps/casq/ee/ui/pages/extexaminer/login.aspx

If you have any queries regarding online reporting or your external examiner role please contact the quality team at: adq.eeonlinereportqueries@ntu.ac.uk

Covid-19 Adaptions and Guidance

Student code of behaviour

QAA UK Quality Code, Advice and Guidance: External Expertise

Advance HE's handbook – Fundamentals of External Examining

Office of the Independent Adjudicator (OIA)

Office for students (OfS)